



# City of Aumsville

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## ACC Meeting Minutes June 12, 2017

Mayor Baugh called the meeting to order at 7:01 PM in the Chester Bridges Memorial Community Center, 555 Main Street, Aumsville, Oregon.

Council present were Mayor Robert Baugh, Jr., Councilors Brian Czarnik, Della Seney, Lorie Walters, Gabe Clayton, Kevin Crawford, and Trina Lee. City Administrator Ron Harding (CA Harding), Finance Officer Josh Hoyer (FO Hoyer) and Administrative Assistant Lora Hofmann (AA Hofmann) were also present.

**PROCLAMATIONS:** Council considered **A Proclamation Proclaiming 2017 as a "Summer of Reading"** and Councilor Clayton made a motion to proclaim 2017 as a Summer of Reading, it was seconded and passed unanimously.

**CONSENT AGENDA:** Council received the May 22, 2017 through May 31, 2017 Check Registers, the May 22, 2017 Aumsville City Council Meeting Minutes, and the City Auditor Contract. Councilor Seney made a motion to approve the Consent Agenda as presented. Councilor Czarnik seconded the motion and it passed unanimously.

### **PUBLIC HEARINGS: Lucas Commercial Park Subdivision Application**

#### **Mayor Baugh opened the Public Hearing at 7:03 PM**

**Declaration of Interests** – Councilor Seney declared a conflict of interest and excused herself from the council table.

**Staff Report: David Kinney**, community development consultant, shared the highlights of the 19 page report provided to Council. The purpose of this subdivision application is to replot five lots into six lots. There is no development improvement planned. This is to allow the sale of one of the lots. He explained that there has been a prior hearing and recommendation from the planning commission. The commissioners made a recommendation for approval with some changes to the original staff report. The configuration was explained and the criterion for a subdivision approval was reviewed. There are three separate zones on this approximate 11 acre parcel. There are no recommended site improvements at this time; however, when some of the parcels are developed in the future, there may be some required improvements. He explained that the traffic impact has not changed at this time and the current parking spaces are adequate. He then went on to explain that there is a need for improvement to the entrance to meet ADA

standards and Marion County code. Mr. Lucas commented that he has the improvements already planned and shared the time line. Staff and the planning commission are recommending a condition that there be a covenant added to make those improvements once any new development occurs. He addressed the second driveway directly across from 3<sup>rd</sup> Street. Again, the recommendation is for a covenant that if any development occurs on Lot 3, 4 or 6 that improvements would be needed. The other request for future improvements has to do with a sidewalk on the east side of the driveway if any improvement occurs. He said approval is recommended with conditions outlined. Mr. Lucas indicated that Commissioner Barber had requested a speed bump.

Applicant Testimony – Della Seney, representing Mill Creek Apartments, LLC shared a summation of the explanations they gave to the planning commission regarding a sidewalk on the west side of the driveway and why the lot lines will zig-zag behind the old daycare property. Applicant explained that they were against head-in parking being substituted with parallel parking. They need the number of spaces from head-in parking that parallel parking will not provide.

Proponents Testimony – a reference to Dr. Jay Stewart's support was noted.

There were no Opponent, General Testimony, or Rebuttal statements.

Council Questions – Mayor Baugh asked if the speed bump noted by applicant were part of the staff report and Mr. Kinney indicated they were in the report, just not highlighted in his review. Councilor Clayton asked for clarification of the location. Mr. Kinney recommended accepting the planning commission's recommendation modifying to include the speed bump.

**Mayor Baugh closed the Public Hearing at 7:28 PM.**

Council Deliberations – none. Councilor Crawford made a motion to approve the Lucas Commercial Park subdivision with the listed findings and conditions of approval, as recommended by the Aumsville Planning Commission including the installation of a speed bump in the shared access driveway. Councilor Lee seconded the motion. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Walters and Mayor Baugh; the motion passed unanimously.

Councilor Seney returned to the council table.

**Mayor Baugh opened the STATE REVENUE SHARING HEARING at 7:32 PM.**

**Staff Report: Finance Officer Hoyer** started with an explanation for the state revenue sharing hearing. This year it is designated for parks. (It is the city's share of the state liquor tax funds). CA Harding explained that the motions addressing all the public hearings would follow the public hearings, if accepted by Council.

There was no Public Comment on the Proposed Park Fund's Use of State Shared Revenue and no discussion of possible uses of State Revenue Sharing Funds.

**Mayor Baugh Closed the Public Hearing at 7:37 PM**

Council Deliberations

Council Decision: See action under New Business

## **Mayor Baugh opened the BUDGET HEARING - Fiscal Year 2017-2018 at 7:37 PM**

**Staff Report: Budget Officer Harding / Finance Officer Hoyer** shared a power point with the budget meeting history and charts showing an overall budget view and trends for resources and expenditures. CA Harding then shared a pie chart of the distribution of the general fund funds. He then shared the need for reserves because they have been underfunded in the past. The Utility Fund is 90% rate driven. An expenditure pie chart of the Utility Fund was then reviewed. Fifty-five percent of the fund goes to personnel salaries and benefits. He said that the debt ratio is actually very low. But the utility funds do not maintain enough revenues to keep up with expenses. With this budget, the trend will change. Councilor Clayton asked about the large change in 2013-14. FO Hoyer explained the revenue went down because some of the grants the city had been receiving had gone away. He reviewed the budget highlights and the goals previously proposed by council. They included the effort to improve IT for the city and a change to the financing of police vehicles. The personal services cost was explained. PERS rate went up 51%. He highlighted the increases to the General Fund and said that the good news is that the city hall loan has been paid off in this fiscal year. Police Fund – he explained the General Fund can not continue to be the only resource for funding the police services. This budget will not resolve the police fund budget, but Council will have discussions later in the years about our options. He said that the Water/Sewer funds include a 10% increase for services and he reviewed some of the goals they hope to achieve in the coming fiscal year. There will be amended water-sewer master plans coming forward soon. The public works equipment has been funded for some of the needs. This rate increase does not include financing for future projects or needed capital projects; these will have to come before council on future actions. This year's budget is a 7.95% increase of the previous year's printout. He then explained the estimated cash - instead of \$134,000 to start, they are now looking at \$213,000 beginning cash balance. Mayor Baugh said he would like to see the pie chart in the newsletter. Council agreed. CA Harding will reformat the presentation for the newsletter.

Councilor Lee said that she really appreciates that this information has been provided to citizens in the newsletter. She asked how many people have responded to the proposed rate increase and CA Harding said there have been some objections, but it's mostly been inquiries about when the rates take effect. We expect more inquiries when the increase shows up on their bill.

There was no testimony, comments, or questions.

## **Mayor Baugh closed the Public Hearing 7:59 PM.**

Council Deliberations

Council Decision: See action under New Business

## **Mayor Baugh opened the WATER/SEWER RATE INCREASE HEARING - Fiscal Year 2017-2018 at 8:00 PM.**

**Staff Report: City Administrator Harding** gave the background and the anticipation that the funds were going to be in deficit in the next year or two. He then reviewed the requirements of the current ordinances for a public hearing before a rate increase. The staff is proposing two new ordinances that will allow for an increase at this time. The staff will be providing a new ordinance later this year that will repeal all of the old and have a clear ordinance dealing with both utilities.

Testimony/Comments/Questions: Councilor Walters asked about whether the bill will change in how rates are communicated. FO Hoyer said there is no change to the bills; the rates just increase by 10%. Councilor Czarnik ask about the emergency declaration in the ordinance, CA Harding said the City Attorney included this statement to make sure it could be implemented as intended.

**Mayor Baugh closed the Public Hearing at 8:04 PM.**

Council Deliberations – there was discussion of whether there was consensus to do both readings of the Ordinance at this evening’s meeting.

Mayor Baugh gave the first and second reading by Title Only of ORD. No. 652 AN ORDINANCE ADOPTING A WATER RATE INCREASE. Councilor Walters moved to approve the first and second reading of ORD. No. 652 increasing water rates by 10% over the current rates; Councilor Seney seconded both readings. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Councilor Seney moved to adopt ORD. No. 652 increasing water rates by 10% over the current rates and Councilor Crawford seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Mayor Baugh gave the first and second reading by Title Only of ORD. No. 653 AN ORDINANCE ADOPTING A SEWER RATE INCREASE. Councilor Czarnik moved to approve the first reading of ORD. No. 653 increasing Sewer rates by 10% over our current rates; Councilor Crawford seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Councilor Czarnik moved to approve the second reading of ORD. No. 653 increasing Sewer rates by 10% over our current rates; Councilor Clayton seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Councilor Seney moved to adopt Ordinance 653 increasing Sewer rates by 10% over our current rates and Councilor Crawford seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

**NEW BUSINESS:**

Resolution No. 04-17 A RESOLUTION CERTIFYING MUNICIPAL SERVICES. Councilor Seney moved to approve Resolution No. 04-17 and it was seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

No. 05-17 A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE REVENUES. Councilor Seney moved to approve Resolution 05-17 Declaring the City’s Election to Receive State Revenues and Councilor Czarnik seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Resolution No. 08-17 A RESOLUTION ADOPTING THE 2017-2018 FISCAL YEAR BUDGET, MAKING APPROPRIATIONS, AND IMPOSING AND CATEGORIZING TAXES. Councilor Seney moved to approve Resolution 08-17 Adopting the 2017-2018 Fiscal Year Budget in the amount of  
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\$6,453,777, as presented, and to levy taxes at the permanent rate of \$3.6327 per \$1,000 of assessed value and Councilor Lee seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Resolution No. 09-17 A RESOLUTION CLOSING TWO CITY FUNDS. Councilor Seney moved to approve Resolution 09-17 Closing Two City Funds. Councilor Crawford seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Resolution No. 07-17 A RESOLUTION EXTENDING THE CITY OF AUMSVILLE'S WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF AUMSVILLE POLICY YEAR 2017-18. Councilor Seney moved to approve Resolution 07-17 Extending the City of Aumsville's Workers' Compensation Coverage to Volunteers of the City of Aumsville For Policy Year 2017-18. Councilor Walters seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

Resolution No. 06-17 A RESOLUTION ADOPTING THE CITY OF AUMSVILLE REPRESENTATION IN THE UPDATES TO THE MARION COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN - Staff Report: City Administrator Harding explained that our attorney made a change in the proposed resolution template from Marion County to make sure that Council's concerns that the city remain non-committed to any funds or projects unless they were City initiated projects. Councilor Seney moved to approve Resolution 06-17, as presented. Councilor Walters seconded. Voting for the motion were Councilors Clayton, Crawford, Czarnik, Lee, Seney, Walters, and Mayor Baugh. The motion passed unanimously.

#### **CITY ADMINISTRATOR REPORT:**

CA Harding let Council know that the city is addressing the surface issues on Michael Way. They have been investigating the cause and have found it to be a combination of factors, including the replacement asphalt several years ago not being thick enough. They are also checking for any pipe leakage, impacts from storm drains and ground soil. He shared a sample of the informative door hangers that staff left at residences on Michael Way. The city wants to take care of the problem temporarily, and then try to get some grant money for entire replacement.

CA Harding shared the city's income and expense reports with Council. The report has been condensed to make it easier to read and understand. He explained projected income is ahead of our benchmarks and expenditures are below our benchmarks which shows we are performing better than expected. CA Harding will try to get this report out to Council on a monthly basis.

He then went over the Project Activity Report and explained how he marked up the updates to the projects in red. CA Harding did not read all the updates but rather asked Council to read them as they had time, to save on meeting time that evening. Any questions could be directed toward CA Harding.

**Police Report:** Chief Schmitz' Monthly Report – Chief Schmitz is working on previous year to date to present call volume reports to present to council.

**Public Works Report:** Director Oslie's Monthly Report – the chlorination injector has been replaced.

Councilor Crawford asked if they are still being kept up-to-date on police actions regarding thefts and such. CA Harding said that it is important to get factual information out, instead of just a story that is being circulated on social media. He stated that he will do his best to keep Council apprised of any incidents that rise to the level that Council should be aware. Mayor Baugh said that it's not Council's role to get the daily details; CA Harding agreed and will contact Council when appropriate, just to make sure they are in the loop.

CA Harding shared the outcome of the Corn Festival planning session including the change to the parade with a monetary prize. There will be four categories with cash prizes for two: the grand theme winner (\$250); the best youth entry (\$250). Mayor's Choice and Judge's Choice will receive a large trophy. Everyone will receive a participation ribbon. Councilor Crawford volunteered to be the parade emcee. Councilor Walters asked where the money is going to come from and CA Harding explained it is in the budget that we have worked with. Council was in agreement with the change. Mayor Baugh mentioned the mayor's cart and that all councilors are welcome to join him. Councilor Seney volunteered to help line up the parade entries. City can still do line-up at the church this year.

CA Harding attended a meeting for the Rail Feasibility Study of the 31 miles of rail from Woodburn to Stayton. The county will be studying the section to see if it is feasible to reactivate the rail. Councilor Seney asked if there are businesses that have said they are going to use it. CA Harding explained that there needs to be an analysis of the rate structure and flexibility of schedule and it was discussed. CA Harding said the viability of rail vs. road needs to be considered, including the impact to our city. He asked for this to be included within the study and the county has included offsetting economic impacts.

Aumsville Museum and History Center repair status was shared. The restoration of the exterior of the building will be completed this week. The city originally intended to only repair a couple of walls, but received some competitive pricing and money was still available to make all the repairs.

CA Harding explained the new contract with the City of Independence for IT support. He said it will be software assistance, as well as hardware support. The new IT specialist should help with resolving many of the failing IT system pieces. This will take a couple of years as we have budgeted this as a multi-year effort. Because we only want one person making changes, this will require us to suspend our current service provider's contract. CA Harding is attempting to close out his old invoices with the city.

CA Harding began introductory contacts with the WAVE franchise public relations rep. They are beginning the discussion now about renewing the franchise. CA Harding said we discussed using a number of different attorneys, but in the end he will retain Beery Elsner and Hammond who has been familiar with our agreements and provided assistance in the past. The attorney will provide technical assistance and assist with the agreement preparation, and CA Harding will lead negotiations. If we need additional assistance, they are close and could jump in at any time as there are many state and federal restrictions on communication franchises.

Councilor Crawford said he would like to be part of the franchise negotiations. CA Harding will coordinate with him and said it would depend on the format. CA Harding will coordinate as needed.

**MAYOR AND COUNCILORS REPORTS:**

Mayor Baugh asked Council to share any questions/concerns they may have for him to take to the Mayor's conference.

The 2017 LOC conference will be at Doubletree in Portland September 28-30, 2017. Reservations will open on June 30. The cost is \$325 for members who register for the conference before Aug. 7<sup>th</sup>, 2017. Council was asked to be prepared to let staff know, if they plan to go, by the next meeting.

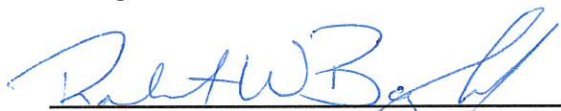
Councilor Walters reported on PARC programs starting this coming Friday and next Monday.

Councilor Czarnik reported that the Rural Tourism Studio is heavily involved in Riverfest. A meeting is planned soon.

Mayor talked about the "Evergreen Event" when an earthquake drill happens.

Councilor Seney reported that she learned at a recent meeting that the state is looking at proposing a registration fee for cars based on miles per gallon, as well as a possible tax on bicycles. They are trying to come up with money to repair highways.

**The meeting adjourned at 9:12 PM without objection.**

  
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Robert W. Baugh, Jr., Mayor

  
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Ron Harding, City Administrator